5 AI-Powered Hacks

to Maximize Law Firm Productivity

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AI is Transforming How Legal Professionals Get Work Done

Artificial intelligence is rapidly altering the way law firms operate—for the better. According to MyCase's 2024 Legal Industry Report, generative AI (GAI) technology is already being used heavily within the legal profession, with 42% of early adopters relying on GAI tools daily, 29% weekly, and 24% monthly. As for reasons fueling the adoption? A resounding 81% of firms reported it's to increase productivity and efficiency.

Whether your firm is looking to automate routine tasks or streamline traditionally time-intensive operations, AI empowers legal professionals to reclaim time and focus on higher-value activities, like delivering outstanding outcomes for clients.

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>
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Ready to learn how legal AI tools can realistically help your firm? Discover how five AI-powered hacks can boost your firm's productivity and efficiency so you stay competitive, free up time to focus on the things that matter, and serve your clients best.

What's Inside: Challenges & Hacks

Sifting Through Lengthy Documents

Are you spending hours scouring lengthy legal documents for must-know points? You're not alone. Lawyers often spend excessive amounts of time locating specific information within extensive legal documents.

Ready to free up more time to invest in high-value, meaningful legal work?

> **38% of lawyers use AI for summarizing documents.**
>
> - 2024 MyCase Legal Industry Report

AI Hack 1

Leverage legal AI tools that streamline document reviews and generate must-know summaries of case facts. For law firms that are eager to reduce manual document management efforts—and save substantial time—look for AI software that delivers precise and concise document summaries quickly.

Software to Leverage

MyCase IQ's Document Summaries feature scans legal documents to quickly identify and summarize key points, allowing lawyers to spend more time with their clients.

Legalyze.ai is another AI-powered software that helps lawyers streamline their document review processes. The platform generates document summaries from PDFs, images, docx, and other file types, and its AI-assisted analysis works alongside legal teams to answer questions about case documents. The software integrates with MyCase so firms can sync documents in seconds.
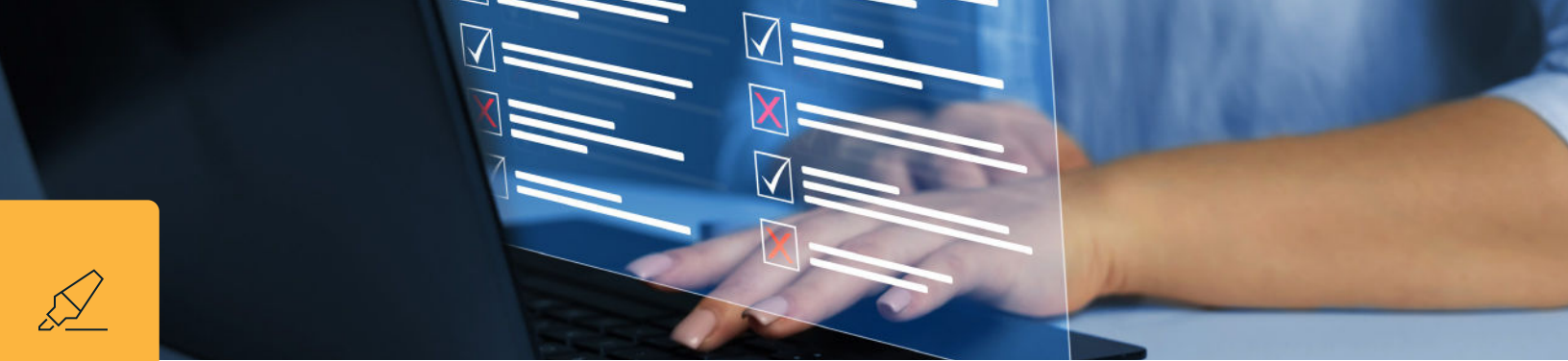
Benefits

- Enhances document management and your search process
- Passes cost savings onto clients
- Ensures your firm stays competitive

Proofreading & Editing Copy

Prescribe or proscribe? Ensure or insure? The point is moot...or is it mute? For lawyers, accurate written communications are vital to maintaining a professional, reputable firm and ensuring cases run through the system smoothly and without delay or loss of credibility with the courts. However, editing legal documents can steal time away from more meaningful work, like winning cases for clients.

Ready to *ensure* your firm spends more time with clients and less time consulting a dictionary?

> On average, lawyers only get paid 2.5 hours each day because the bulk of their time is spent on admin tasks.
>
> - LawPay Guide, The Billable Hour Reimagined

AI Hack 2

Take your written words to peak precision with legal AI software that summarizes text, suggests edits (including spelling and grammatical corrections), translates copy, and strengthens your writing.
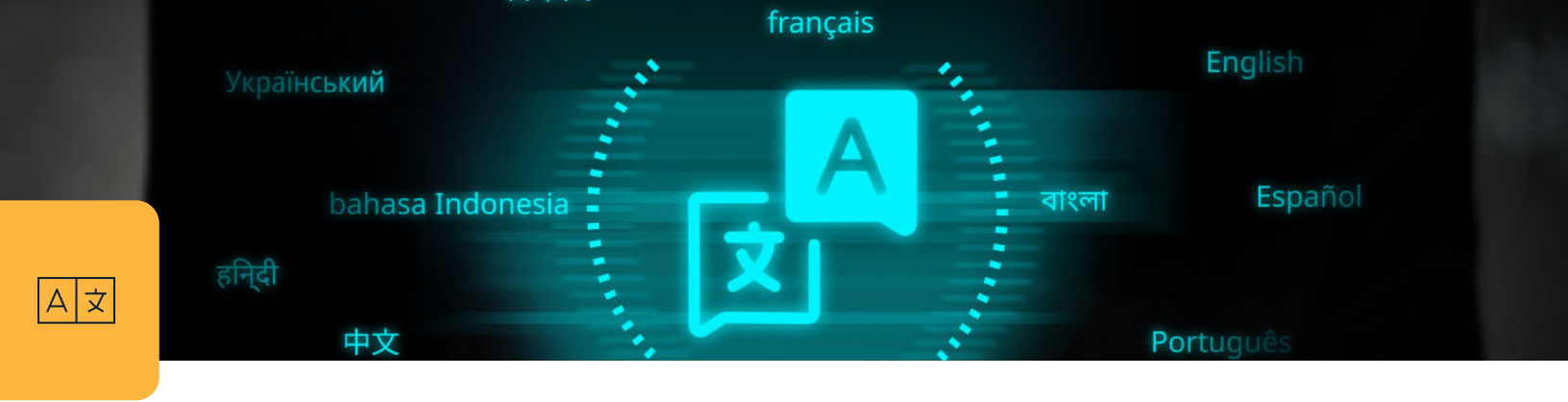
Software to Leverage

MyCase IQ Text Editing aids in refining legal documents and helps teams quickly detect and fix grammatical errors and spelling mistakes, adjust tone of voice, and tailor messages to recipients.

Bonus tip: Be sure to look for a tool that uses advanced language processing algorithms to ensure your text meets high legal writing standards. MyCase IQ Text Editing also checks this box.

Benefits

- Streamlines your editing
- Ensures client communications are clear and free of legal jargon
- Frees up more time to invest in high-value work

Translating Text Into Different Languages

Is a stack of need-to-be-translated legal documents staring you down? Does your team spend hours every week ensuring that translated text is precise and contextually relevant to each individual case?

For firms working with international clients, good communication—in any language—is key to encouraging a collaborative relationship and keeping clients satisfied. But language barriers can be roadblocks to productivity and serving clients effectively.

Ready for crystal clear communication?

79% of people believe the experience a company provides is just as important as its products or services.

- Zippia

AI Hack 3

Incorporate AI into your workflow to facilitate seamless communication with clients in their preferred language. The right AI technology helps firms remove language barriers to ensure clear communications with clients. Look for software that can easily translate messages, text messages, and task descriptions from English.

Software to Leverage

MyCase IQ Intelligent Translations makes it a breeze for lawyers and teams to connect with clients in their preferred language. The tool communicates from English to multiple other languages (and vice versa), and users simply write a message, and it's instantly translated.

Benefits

- Provides real-time translations across multiple languages
- Enhances the client experience with seamless communications
- Reduces translator costs

Drafting Discovery Requests & Responses

Is your team constantly crafting discovery responses again and again? Are you spending more time reading discovery requests than you are on optimizing the client experience?

A workload full of repetitive, tedious discovery tasks isn't the best way to optimize your law firm's time or productivity.

Legal AI is all about enhancing operational efficiency. Let's work smarter, not harder.

With the MyCase + Briefpoint integration, firms can **save up to 3 hours** per discovery document by reducing the time spent on data entry required for discovery responses.

AI Hack 4

Leverage AI to automate the preparation of discovery requests and response documents. Brief drafting and analysis AI tools assist with the drafting of legal documents by improving writing and suggesting edits. Look for a tool that can create first drafts of documentation such as demand letters, nondisclosure agreements, employee agreements, or discovery demands.

Software to Leverage

Briefpoint is a platform that automates repetitive aspects of drafting legal documents—particularly discovery documents—to expedite the process and improve efficiency. With a user-friendly interface, the platform can suggest and write tailored content, and it includes features designed to improve productivity.

Benefits

- Provides real-time translations across multiple languages
- Enhances the client experience with seamless communications
- Reduces translator costs

Navigating the Legal Discovery Process

From collecting and identifying information to processing and reviewing it, does your firm's discovery process feel like a mountain expedition just short of a parka? Manually managing discovery requests is one of the more time-consuming, tedious aspects of litigation. Plus, discovery can take up hours of valuable billable time and lead to costs that add up quickly.

Your clients are happy to pay you for your expertise—not your discovery process. Ready to spend more time cultivating client relationships?

> **Machine learning algorithms can categorize documents, prioritize relevance, and identify patterns within large datasets, reducing the time and cost associated with eDiscovery proceedings.**

AI Hack 5

Use AI to scan and extract discovery questions and expedite fact-checking. AI eDiscovery tools manage the electronic discovery process during litigation or investigations. Look for software that's designed to facilitate the identification, collection, preservation, processing, review, and analysis of electronic documents and data relevant to legal cases.

Software to Leverage

EsquireTek automates legal discovery processes and can scan and extract discovery questions in roughly 60 seconds. The platform offers 1-Click Objections, making it easy to add, edit, and customize objections with a single click.

Clearbrief streamlines legal writing and document management and lets users upload factual documents via eDiscovery and case management systems to generate hyperlinked citations. It expedites fact-checking and employs advanced AI algorithms to spot fake cases and detect mistakes within legal documents.

Benefits

- Provides real-time translations across multiple languages
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Ready to move beyond task-based lawyering to focus on strategic success? Transform your legal practice with MyCase, the all-in-one solution that streamlines practice management and financial operations.

With trusted AI solutions built seamlessly into MyCase to meet your specific needs, your firm can maximize every minute to spend time on what matters most: your clients. **Bring your productivity into focus with MyCase today.**

Schedule a Personalized Demo